

**INSTRUCTIONS FOR COMPLETING
REQUEST FOR BUDGET CHANGE
OEO FORM 225-B**

1. Complete grantee name, project period and budget change request number.
2. Indicate the name of the project and type of grant. **(A separate form is required for each project for which a change is proposed.)**
3. Enter the old (approved) budget amount for each cost category.
4. Enter the new (proposed) budget amount for each cost category.
5. If the request includes proposed changes in Administrative Support, provide detailed explanation in *Reason(s) for Change* section and attach OEO Form 212A (CSBG Administrative Support Worksheet).
6. Indicate the specific reason(s) for the budget change.
7. Enter the signature and title of the authorized official (Executive Director or Board Chairperson) and the date signed.
8. **A revised Grantee Budget (OEO Form 225) showing the results of the requested changes must accompany the Request for Budget Change (OEO Form 225-B).**
9. The Request for Budget Change should be mailed to:

Mr. Lawrence Wilson, Director
Office of Economic Opportunity
2013 Mail Service Center
Raleigh, North Carolina 27699-2013

REQUEST FOR BUDGET CHANGE

GRANTEE _____

PROJECT PERIOD _____ TO _____ BUDGET CHANGE REQUEST ____1 ____2 ____3 ____4

PROJECT NAME _____ CSBG _____ CAPP _____

COST CATEGORY	OLD BUDGET AMOUNT	NEW BUDGET AMOUNT
Salaries		
Fringe Benefits		
Communications		
Equipment		
Space Costs		
Travel		
Supplies/Materials		
Contractual		
Client Services		
Other (specify)		
Total Direct Costs		
Indirect Costs: %		
TOTAL COSTS		
Admin. Support		

REASON(S) FOR CHANGE:

AUTHORIZED SIGNATURE

DATE

TITLE

FOR OEO USE ONLY

Approved _____

Not Approved _____

For Information Only _____

DIRECTOR

DATE